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JOINT SECRETARIAT

INUVIALUIT RENEWABLE RESOURCE COMMITTEES

ANNUAL ACTIVITY REPORT - 1990/91

Produced in Inuvik, Northwest Territories

May 15, 1991

OBJECTIVES OF THE JOINT SECRETARIAT

1. To support and facilitate the interests of the wildlife and environmental councils, committees and boards, established pursuant to the Inuvialuit Final Agreement in any matters relating to their responsibilities and interests.

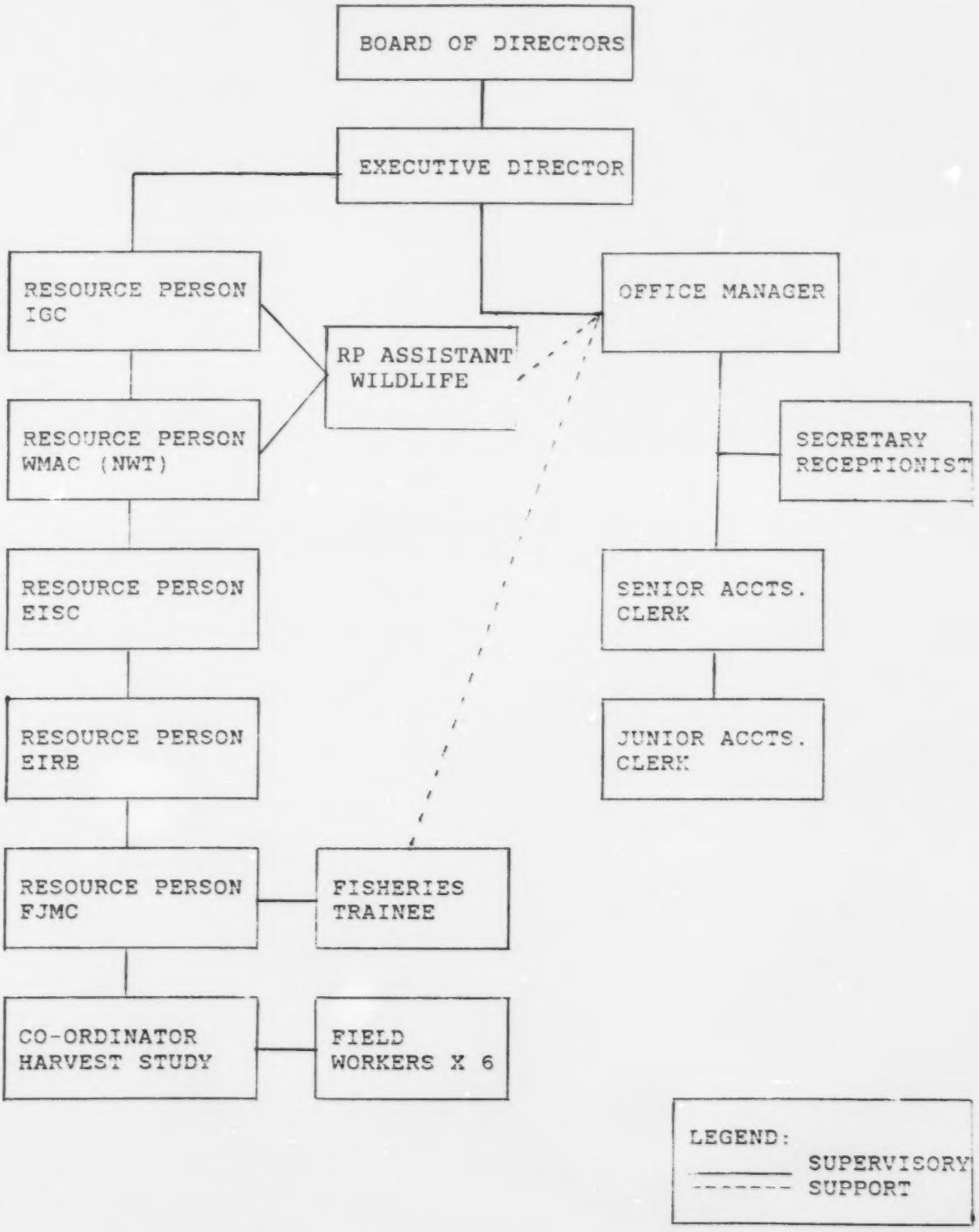
2. To provide administrative (financial/clerical) support to those councils, committees and boards and to arrange logistics of meetings pursuant to the business of those councils, committees and boards.

3. To record and make available all materials associated with the business of those councils, committees and boards as required by their Chairmen and other appropriate agencies.

4. To establish and maintain working liaisons between the Joint Secretariat and other Inuvialuit organizations, Government, Industry, the Academic sector and other relevant agencies or organizations.

5. To provide technical resource support to those councils, committees and boards as required by their Chairmen.

JOINT SECRETARIAT
INUVIALUIT RENEWABLE RESOURCE COMMITTEES



STRUCTURE

The Joint Secretariat presently consists of:

- a board of directors, comprised of the Chairmen of the committees served by the Secretariat.
- an Executive Director, responsible for the overall direction of the Secretariat.
- an Office Manager, responsible for the routine office procedures and the financial administration of the Secretariat.
- a financial administration unit comprising of a Senior and a Junior Accounting Clerk, responsible for the maintenance of the Secretariat's general ledger, accounts payables and receivables, preparation of financial reports and matters relating to the budget process. The Junior Clerk also acts as a casual logistics clerk.
- a Resource Person for the FJMC, with a student/trainee.
- a Resource Person for both the IGC & WMAC(NWT), with an assistant for the beginning of the year.
- a Resource Person each for the IGC & WMAC(NWT) for the latter part of the year.
- a Resource Person for the EIRB.
- a Resource Person for the EISC.
- a Field Co-ordinator for the Harvest Study, with one field worker in each of the six ISR communities.
- a Secretary/Receptionist and a casual secretary.

The Joint Secretariat receives policy direction from it's Board of Directors, who are also members of the Secretariat as a society.

The resource persons and their assistants receive their line management from the Executive Director and work for their respective chairmen. The Harvest Study co-ordinator is similar to the resource persons but receives technical direction from a multi-agency local working group. The Secretary and the financial unit receive their direction from the Office Manager, who in turn gets direction from the Executive Director.

STRUCTURE Cont'd

JOINT SECRETARIAT STAFF 1990 - 1991:

POSITION	NAME	DATE OF EMPLOYMENT
Executive Director	Norm Snow	Oct. 1986 to present
Office Manager	Lena Malegana	Apr. 1987 to present
Senior Accounting Clerk	Debbie Anderson	Dec. 1988 to present
Junior Accounting Clerk	Vivian Goldsmith	Nov. 1989 to present
Secretary/Receptionist	Jane Gordon	June 1989 to present
Casual Secretary	Sarah Dick	May - September 1990
FJMC Resource Person	Lois Harwood	Apr. 1988 to present
FJMC Trainee	Billy Archie	June /90 - Mar. 1991
IGC/WMAC Res. Person	Leslie Treseder	April, 1990
IGC/WMAC RP Assistant	Billy Gordon	April, 1990
IGC Resource Person	Billy Gordon	May - July, 1990
IGC Resource Person	Richard Binder	Sept./90 to present
WMAC(NWT) Res. Person	Bruce Hanbidge	Aug. 1990 to present
EIRB Resource Person	Gary Wagner	Apr. 1987 to present
EISC Resource Person	Marshall Netherwood	Apr. 1989 to present
Harvest Study Co-ord.	Michael Fabijan	Apr. 1987 to present

OPERATIONS

The Joint Secretariat was established pursuant to the Inuvialuit Final Agreement to provide technical and administrative support to the following Inuvialuit Renewable Resource Committees:

- The Inuvialuit Game Council
- The Wildlife Management Advisory Councils
- The Fisheries Joint Management Committee
- The Environmental Impact Review Board
- The Environmental Impact Screening Committee

At the beginning of the fiscal year, the Joint Secretariat was successful in obtaining a group insurance plan for it's permanent employees. The group plan was obtained through an existing policy of the Inuvialuit Regional Corporation.

As the Review Board hearings were scheduled for mid-June to mid-July, the administration unit was re-organized to meet impending workloads. A casual secretary was brought in from May until September. The permanent secretary/receptionist was moved over to the accounting department to replace the junior accounting clerk. The junior accounting clerk also acts as the logistics clerk during the Review Board hearings. This turnover in the front office did not cause ill-effects as the permanent administration staff are capable of covering-off for any of those positions.

The administration unit also had a Secretarial Arts student from the Arctic College for a couple of weeks in May. The student was gaining on-the-job experience and was not a part of our salary structure.

In the early part of May, the second annual North Slope Conference was held in Dawson, Yukon. All the co-management bodies formed under the Inuvialuit Final Agreement participated and the Joint Secretariat was again instrumental in the co-ordination for travel arrangements to the conference site. The conference, as in the previous year, was well-represented and centered around the concerns of the Inuvialuit, Industry, the Yukon Territory and Canada.

A student/trainee for the Fisheries Joint Management Committee was selected in June and commenced work immediately. The funding requirement for the trainee was supplied by the Department of Advanced Education-GNWT and equally by the Joint Secretariat. It was proposed that the trainee spend the summer months in the actual work plan of beluga monitoring for the FJMC and to commence part-time classes at the Arctic College in the fall until the end of the fiscal year.

The International Whaling Commission, which was held at Holland in June, was represented by the Executive Director of the Joint Secretariat, the Chairman of the Inuvialuit Game Council and the Chairman and the Fisheries Joint Management Committee trainee.

OPERATIONS Cont'd

The Environmental Impact Review Board public hearings for Gulf Oil's Kulluk Drilling Program was held during June in Inuvik. These hearings were well advertised as all forms of the media (radio, press, television) were present everywhere; therefore, were well attended by various groups and individuals.

In July, the Inuvialuit Regional Corporation sponsored a payroll administration course for one week. This was attended by the office manager and the senior accounting clerk as part of the Joint Secretariat's staff development incentives.

The Beaufort Sea Steering Committee was organized in September and was active until the end of the fiscal year. The B.S.S.C. was brought about by the outcome of the June Review Board public hearings to include representatives of the Inuvialuit, Industry and Governments. The task groups that had representatives from the Joint Secretariat were funded by D.I.A.N.D as a one-time cost.

Sometime during the fall of this year, we began a protracted process of revising budget projections for the various committees served by the Joint Secretariat. This process was requested by the Treasury Board for the final implementation submission to the end of the 1993 fiscal year. The exercise increased the stress level for all staff of the Joint Secretariat as everyone pitched in to meet a deadline. Most staff responded very quickly and produced figures as requested although the whole process occasioned major changes in work plans, and engendered a great deal of confusion in responding to continual changes in requests for differing formats and levels of information. The final outcome of the entire process was submitted to the WACIS Secretariat in November.

Throughout the year, the administration unit provided support to the IGC with respect to the winding up of Guided Arctic and Ulu Foods. The support included minimal accounting for closing of their books and redirection of correspondence.

The fiscal year ended with an attempt at sorting out the existing materials in the library. Students were brought in from the high school to do the manual work on this project, which was not completed by the end of the fiscal year as we had hoped it would be.

The Joint Secretariat continues to maintain liaison with the governments, industry and other sectors through its various committees and their staff. It has been actively involved with each of the Hunters and Trappers Committees in the ISR communities with respect to financial advice.

OVERVIEW

At the beginning of this fiscal year, the resource person for Wildlife (Leslie Treseder) advised us of her resignation. In May the two committees she served (IGC & WMAC/NWT) decided that her position should be split with no resource person assistants and each advertised for their prospective employee. The IGC was successful in filling that position immediately with their existing assistant (Billy Gordon) until his resignation in July. Billy was then replaced by Richard Binder for the Inuvialuit Game Council in August. During the same period, Bruce Hanbidge was hired for the Wildlife Management Advisory Council (NWT) as their resource person.

Sarah Dick was hired on as a casual secretary in May to relieve Jane Gordon who moved over to the accounting department. Sarah stayed on until the end of September. The junior accounting clerk (Vivian Goldsmith) resumed duties as the logistics clerk for the Review Board hearings for the month of June and July. Billy Archie of Aklavik (an active member of Inuvialuit committees in that community) was selected as a trainee for the Fisheries Joint Management Committee. He assisted the Fisheries biologist (Lois Harwood) for the summer programs and enroled in part-time management classes at the local college for the duration of the fiscal year. All other permanent positions remained constant throughout the year.

The board of directors for the Joint Secretariat held two meetings for the year 1990-1991. A meeting in October was scheduled in Yellowknife; however, it did not occur as there was no quorum and was rescheduled for November. Instead the members present held an informal budget meeting. The second board meeting was held in Calgary in February to coincide with other meetings (B.S.S.C. and an Arctic Institute conference). During this board meeting, a maternity leave policy was added to the Joint Secretariat's policies and procedures manual.

The Harvest Study co-ordinator (Michael Fabijan) retained the services of a casual data entry clerk (Robert Inglangasuk) throughout the year, as well as contract field workers for each of the six ISR communities.

FUNDING

Funding requirements for the Joint Secretariat committees are provided for by Contribution Agreements as follows:

1. **Government of the Northwest Territories - Department of Renewable Resources**

   - Joint Secretariat Administration
   - Inuvialuit Game Council
   - Wildlife Management Advisory Council (NWT)
   - Inuvialuit participation costs for Environmental Impact Review Board, Environmental Impact Screening Committee and the Wildlife Management Advisory Council (North Slope)
   - HTC Resource Persons
   - Harvest Study (component - separate contribution agreement)

2. **Department of Fisheries and Oceans Canada**

   - Fisheries Joint Management Committee (Inuvialuit and Chairman costs)
   - Fisheries Joint Management Committee (staff support)
   - Beluga Monitoring Program
   - Beluga Management Strategy Plan
   - Harvest Study (component)

3. **Department of Indian and Northern Affairs**

   - Environmental Impact Screening Committee
   - Environmental Impact Review Board
   - Environmental Impact Review Board's Hearing Costs
   - Administration and staff support for both committees
   - Supplementary support to FJMC (one-time task)
   - One-time task for the Beaufort Sea Steering Committee

Funding provided outside Contribution Agreements:

In addition to the above funding, Environment Canada provides financial support to the Harvest Study by a grant from the Canadian Wildlife Service.

FUTURE ACTIVITIES

From the beginning of the new year in April until the latter part of August, the Fisheries Joint Management Committee's resource person will be on maternity leave. The FJMC student/trainee will be the acting resource person for the duration of this leave. Upon Lois Harwood's return to work, Billy Archie will resume his studies at the Arctic College. We will attempt to secure funding from the GNWT's Advanced Education in the fall for Billy to continue his studies for the rest of the year.

We are in the process of sorting out materials in the library and hopefully in the new year, we will obtain some funding to carry on with the task of setting it up properly.

The Joint Secretariat is preparing to send representatives to the International Whaling Commission during the latter part of May. This year it will be held in Iceland and the delegates will be the executive director of the Joint Secretariat, the resource person and the chairman of the Inuvialuit Game Council, and the chairman of FJMC.

The administration unit, in conjunction with the annual audit, will do a complete listing of the organization's fixed assets. In future all our fixed assets will be numbered for proper identification when required.

The office manager is in the process of composing an office procedures manual for the Joint Secretariat committees. It is hoped to be completed in the new year.

In preparation for budget cuts in the new year, the entire staff of the Joint Secretariat are being instructed during staff meetings, to expend funds only as categorized in their cash flow projections by using the most economical patterns. This has been a routine procedure in the past, but assumes even more prominence as a function of the current fiscal climate.